



# Little River Wairewa Community Trust

## Minutes

Monday 6 March 2017 at 19:30 Little River Service Centre

### Board Members

Robert Burch – Chair

Vanessa Mitchell – Treasurer

Mario Downes – Vice Chair

Alison Evans

Kevin Blogg

Donald Matheson

Glynis Dobson

Bonnie Schenkel

Geoff Marks

Stuart Wright-Stow

Craig Roberts – Trust Accountant

**Secretary – Barb Gaeth**

**Members: Rob Churcher, Alex Lee, Pam Baird, Annelies Pekelharing, Lisa Bevan**

**Meeting opened: 7.40pm**

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### 1. Apologies

Bonnie Schenkel

Fiona Nicol

Tori Peden

Vanessa Mitchell

Kevin Blogg – unfortunately the Trust received notification from Kevin that he is resigning from the Board due to ill health. The Trust recognises the valuable input that Kevin has had during his time on the Board and wishes him well for the future and hopes that his health will improve quickly.

## 2. Confirmation of Previous Minutes– 30 January 2017

The minutes of the Board meeting held on Monday 30 January are attached.

The Board members are asked confirm that these minutes are a true and accurate record of the meeting.

Moved: Stuart Wright-Stow

Seconded: Alison Evans

## 3. Matters Arising

- Old Skool at the Old Skool – 18 February 2017  
The Trust is prepared (subject to the Okuti Hall Committee) to support the event we will contribute up to \$500
- A new date has been set for 18 March due to a double booking – this is to be confirmed
- The Okuti Hall is supportive of this event ( will charge a hire fee )
- Supporting this event effectively supports the Okuti Hall

***It was agreed that the Trust will contribute \$500 to this project.***

- Discussion followed regarding the Trust’s events for the year and whether supporting other community groups is considered as a “Trust event”
- The Old Skool event is a one off – if it is run again next year they can approach the Trust for funding again
- Trust events are deemed to be those that the Trust runs themselves or is involved in ie Seaweed, Pumpkin Festival, A & P Show, Community Volunteer Thank You, Community Breakfast, Senior Hui
- **Banks Peninsula Community Development Trust**  
*Hold this idea on table for the moment*

## 4. Representations

## 5. Correspondence

### **Inwards and Outwards – See separate document attached**

- BFlat Minutes for Site Meeting 3/2/17 and Committee Action Points
- Progress Payment Invoice for BFlat build
- Te Mata Hapuku Community Meeting Minutes Feb 2017
- Update emails on Wasps on the Peninsula
- Rafting Regatta cancellation notice
- Acknowledgement email from Chair to Treasurer
- Letter to Kevin Blogg from Robert Burch
- Acknowledgement letter signed by Craig Roberts
- Emails re meeting with Rob Churcher and Alex Lee at Drop In Session
- Trust membership and acknowledgement to Lisa Bevan
- Notification of Funding Decision from Lotteries
- Final Audit Report decision letter
- Firefighting Issues conversations
- After School Programme emails from Tara Sutherland
- Interest in Kitchen to Table from Sascha Fruehiwith
- Enquiry re Pumpkin Festival
- Update on Flood Rating District work
- Emails re invoice for printing of the LRBI plan
- Re Newline Article on LRBI – website link

- Wording for LRBI newsletter alterations on behalf of Trust
- LRBI newsletter information
- Water – A Global Issue – information on meeting being held in March
- Little River Rating District Meeting – Shaun McCracken – possibly 13 April – a community meeting – it will be publicised – re election to happen – community can elect its own representatives- needs community interest and support so as not just being run by Ecan – what does the community want done with the rates they pay?

### Confirmation of Correspondence

The members of the Board are requested to confirm that the inward correspondence be accepted and the outward endorsed.

Moved: Donald Matheson

Seconded: Mario Downes

### 6. Matters Arising

- **After School Programme** – the Board to write a letter to the BOT at Little River School outlining the process that has been gone through regarding this matter.
- Suggested that another advertisement be placed to see if there is any other interested party to follow through with this programme

### 7. Matters of Urgency

#### 8. Accounts

- Income
- Cheques in \$28750.00 - Lotteries
- Cheques out
- Balances \$239,000.00

#### 9. Reports – Report on COGS meeting – see attached

- **Birdlings Flat update – Mario**
- Going well – last of cladding going on – looking great
- Electrical being done, plumbing in, gib next week and then the outside deck in a couple of weeks' time
- Finish time – possibly middle of April subject to everything going right
- Another inspection from Powell Fenwick then the council will sign off
- Final inspection then all done
- Once finished the building is handed over to Council, the Council hold the building and Trust holds the lease for 24 months
- Once the BFlat Committee are up and running as a Trust or Incorporated society and are in a position to take over the running of the Community Centre the Trust will hand it over to them
- Suggested that the Trust should hold it for 6 months to ensure structural integrity of the building and its systems
- Once a finish date is known there will be planning started for an Opening function – Fiona Nicol in charge of this

#### 10. General Business

- **Annelies – Project Brief presented – funds available through Rata**

***Motion: That the Trust support the application and provide the funds requested***

**Moved:** Alison Evans    **Seconded:** Mario Downes

- **Donald Matheson** to approach Nick Singleton to talk re the money that the Trust holds on behalf of the Okuti walkway to release some of these funds: could be used for other tracks/walkways or pest control in Okuti Valley
- **Bonnie Schenkel – unable to attend meeting**
- **Pumpkin Festival** – The Trust to have a stall at the Pumpkin Festival to inform and inspire the community to get on board with projects from the LRBI document. Also to showcase what the Trust does in the community. Games trailer to be available for children/adults to use.

***Propose a motion that we go ahead with the hire of the marquee for the Festival, and purchase of banner and tear drop subject to the proofs being approved by the Board. The purchase of business cards for the Trust \$30 for 250 cards.***

**Moved:** Donald Matheson    **Seconded:** Alison Evans

- **AED – funding application to Harcourts?**  
3 x AED – Little River Craft Station (or Service Centre) Birdlings Flat Hall, Okuti Hall
- AED mounted in a box is not such a good idea as you need to ring 111 to get access
- Prefer a unit that is held by someone who is trained to use it
- Explore with the assistance of Jo Saunders/Pam Baird which is the best option
- It was noted that if there is an emergency in Little River/Wairewa are it is best to ask for Fire Brigade first response rather than ambulance

***Proposed that the Trust locate 3 AEDS that are suitable and apply for the funding from Harcourts.***

**Moved:** Stuart Wright-Stow    **Seconded:** Mario Downes

- **Stuart Wright-Stow – Village Plan**
- Very animated and interesting discussion around the plan that Stuart put together a few years ago
- Lots of interest and suggestions by the group
- Those wanting to be involved in this to get together – meeting set down for 6pm at Okuti Hall - 10 April 2017

***The Little River Wairewa Community Trust endorses the furtherance of the concept design for a village plan as presented by Stuart Wright Stow at this meeting.***

**Moved:** Donald Matheson    **Seconded:** Mario Downes

- **Coordinator Position for Project Management of LRBI****Coordinator Position:**
- *Discretionary Funds – Trust could possibly use for wages for a coordinator to pull it together and assists with resourcing, admin etc. Keep finger on the pulse?*

- *People that wish to engage need a pathway – this needs to be spotlighted by someone – idea of a coordinator is a good one – knowledgeable of structure and go to people – facilitate the enthusiasm*
- *Brief coordinator on things like Water Zone etc*
- *Needs someone with a wide range of knowledge of the community, networks*
- *Try a position like this for 6 months then evaluate*
- *Board and Working Party agree this is a good idea – contract not a job*
- *The Trust will actively engage in this and bring to Board meeting in March*
- *Application needs to go to Community Board by the end of March*
- *Job needs to be clearly defined – 10 hours a week for a year*
- *More of a public relations role – talking up the Plan and what is happening – fire fighting, project management, problem solving*
- *Coordinator to meet with groups to give support? CCC, Community Board person, Trust, Working Party*
- *Needs to be accountability*
- *Progress reports to the Trust and to the Community Board – annually*
- *Project reports to also to be given back to the community to keep people interested, on website,*
- *Groups working on projects would report back to the Coordinator – Coordinator report back to the Trust*
- *Coordinator can go to Community Board to present ideas*
- *Drop In sessions great – meet with the person concerned*
- *Coordinator – access point between the council and community board*

Rob Churcher offered to assist putting together a job description for this position – time frame is end of March

Then it will be advertised locally – Akaroa Mail, Facebook, Website etc

- **Lotteries funding received \$25,000** – to be apportioned to operating costs/programmes/events
- **Sue Jarvis** – invitation to speak about Lincoln Envirotown
- Proposed that subject to Sue Jarvis being available, a meeting be held on April 10 at 7pm at the Okuti Hall
- Advertise as a community meeting – website, Facebook, Akaroa Mail

## **11. Closure of Meeting 9.15**

## **12. Date and place of next meeting 3 April 2017 – Little River Service Centre**